

DELEGATION

Following Up

Too frequently, supervisors “dump and run” when they delegate, only checking back in when there is rumor of a problem. While follow-up requirements will be different depending on the task or project delegated, here are some things to keep in mind:



- Be available, if you are needed
- Accept questions and mistakes, these are learning opportunities
- Support initiative and creativity
- Live with differences as long as objectives are met
- Monitor progress, but don't hover
- Provide honest feedback
- Suggest course corrections, if appropriate and unrecognized by the employee
- Help solve any problems beyond the employee's capability
- Evaluate performance and assess results
- Plan any future training
- Compliment and reward success